

# Phone Screening/ Interview

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- If you have questions and/or would like to follow-up with a Career Services Advisor please fill out a brief form for a virtual consultation.
  - <https://fs8.formsite.com/adworks/form52/index.html>

# Objectives

Learn how to...

Prepare for a phone interview

Communicate successfully

Handle tough questions

Ask strong questions

# Getting prepared

Have information about the job ready

Dress for success

Find a quiet place

Reserve a room at the library

No barking dogs, kids crying, or toilets flushing

Don't interview from your couch

# Environment

Free yourself from distractions

Find a quiet, well-lit room

Open book test

Have relevant materials in front of you

Job posting, resume, cover letter, and research

Be on a reliable connection

# Once the call starts

Be ready to talk about every job transition

HR Screeners will want you to walk them through  
your resume

Have a copy of the **SAME** resume you sent them

This is just a check list for them, don't over think it

# Job transitions

Be confident in your reasons for leaving previous positions

“I was recruited for another position”

“I left for greater responsibilities”

“I was a part of a larger company restructure”

# Provide details

You need to be able to explain every bullet from your resume

Have a brief, less than 60 seconds, story to help explain bullets

Too much detail, you could lose them

They want to see if you know your stuff



# Things not said

Interviewers are trained to understand tone and hidden meanings

Speak with confidence and convey that you trust your abilities

Keep an even tone and show your personality

# Red flags

The thing that you are afraid to talk about will most likely come up

Be ready to address issues like age, employment gaps, and job hopping

Control the perspective and stay factual

Practice what you want to say, more importantly, how you want to say it

# Common questions

Tell me about yourself

What is your biggest strength / weakness?

Salary expectations

5 year plan / goals

Practice your responses to ensure 60 seconds

# Do your homework

Do you have any questions for us?

Ask them questions that prove that you did some research on the company

Don't use this time to ask about start dates / salary / benefits

Shows enthusiasm and proves that you want to work for them

# Review

- ✓ Prepare for a phone interview
- ✓ Communicate successfully
- ✓ Handle tough questions
- ✓ Ask strong questions

# Mock Interview Sign-up

Pick a 20 minute time slot

Print clearly so we can read your name and number

Be ready for the call

We will not do the interview if you are driving

Presentation Finished...

Please take this time to  
complete the  
Workshop Evaluation

1 is a low score  
5 is a high score

Thank you for your time!



Any Questions?